HOW TO view a Purchase Requisition, Purchase Order, Invoice or Cheque Document in Banner (FOIDOCH)

The form FOIDOCH allows authorized users* to view "purchasing" related documents:

- Purchase Requisition
- Purchase Order
- Invoice
- Cheque

Before you begin

document number

Banner form FGIDOCR

Minerva   View
Documents

How to use FOIDOCH

Banner
FOIDOCH   Go To   Enter   FOIDOCH
        Finance Fast Track menu

                                                Document Type

○
○
○
○

Oracle Fusion Middlewa

Document Code

Next Block   Ctrl- Page Down

TIP:

Legend for the status field:

Status	Explanation

Next Block   click on a specific
Options

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Banner.

the form name   Go To   Enter

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